

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBDIVISION AND STREET NAMING POLICY

Effective Date: Amended 5/9/2006

Resolution Amended by 06-16

I. ADMINISTRATION

The Public Works Department is hereby established as the administrator of the street naming process for the Town of Loomis.

II. DEFINITIONS

A. Public Road - A road, street, or highway designated on the Town of Loomis Street Map.

B. Private Street - All other roads. (Some roads maintained by Homeowners Associations may be considered public roads for the purpose of this policy.)

C. Council - Town Council of Loomis

D. Commission – Planning Commission of Loomis

III. FEES

As adopted by resolution by the Town.

IV. PETITION FOR ROAD NAME OR NAME CHANGE

A. Owners of property fronting on and/or being addressed off a private street that serves four (4) or more parcels of land, or owners of property fronting on and/or being addressed off a public road, may petition the Town for permission to officially name or rename the road.

B. Before proceeding with a petition, please contact the Town Engineer for Tentative approval of the proposed name. (see Sections VII and VIII)

C. Except in situations where the Town Engineer deems it is impractical to require it, petitions for naming previously unnamed roads must be signed by a majority, and petitions for renaming previously named roads must be signed by two-thirds, of the fee owners of property fronting on the road or using the road for situs addressing purposes.

D. The petition will not be accepted until any applicable fee is paid.

V. NAMING PROCEDURE

A. Public Roads

1. Submit petition and fee to the Town.

2. The petition shall document reasons as to why specific names should be approved and will be checked for conformity to the requirements of Sections IV and VII.

3. A public hearing will be held before the Commission on the proposed name change if the petition contains less than 100% of the signatures of the fee owners of property fronting on the road.

4. If approved, or application has 100% approval, the proposed name will be considered for approval by the Town Council at a public meeting of the request.

B. Private Roads

1. Submit petition to the Town.

2. The petition shall document reasons as to why specific names should be approved and will be checked for conformity to the requirements of Sections IV and VII.

3. If the petition is found to meet the proper criteria, the Town Engineer will formally approve the new road name.

C. Official Records

The Public Works Department will make the necessary revisions to the public records and maps reflecting an approved road name.

D. Notification

The Town will provide notice of a road name change to the affected property owners, emergency services, post office, and other public or private entities as the Town deems appropriate.

VI GENERAL PROVISIONS

A. Official approval of a street name does not infer acceptance of the road for public use or maintenance.

B. The Town will install proper signs when a road is renamed at cost. The Council street name approval will become effective upon receipt of the cost from the petitioners.

C. The Town may deem it necessary to revise the street addresses after a road name change is approved if it appears a conflict in numbering results from the name change.

D. Nothing contained herein prevents the Town from naming, renaming, or renumbering addresses on a road, public or private, when the Town Council deems it in the public interest to do so.

E. No approval of a road name shall be granted without the prior approval of the local postal authority.

VII STANDARDS FOR STREET NAMES

A. Subdivision and street names shall reflect the heritage and history of Loomis such as geological features, orchards/fruit grown in the area and indigenous characteristics of the community.

- B.** Street names shall be no longer than fourteen letters (exclusive of St., Ave., Rd., etc.) and preferable in one word.
- C.** Street names shall have simple spelling and easy pronunciation.
- D.** Numbers or letters used as street names are to be avoided.
- E.** Inappropriate or offensive names will not be approved.
- F.** The following street names are examples of appropriate names: Angus, Button Willow, Chesterwhite, Columbia, Coopers Hawk, Corriedale, Deergrass, Devon, Duroc, Elderberry, Fremontia, Golden Yarrow, Great Egret, Guernsey, Hampshire, Hereford, Holstein, Jersey, Kingfisher, Osprey, Pond Turtle, Redbud, Scrub Jay, Shorthorn, Suffolk, Targee, Thimbleberry, Wood Duck.
- G.** Road names identical, or sounding similar, to others within a mailing district will not be permitted.
- H.** Road names will be deemed duplicates even if they have a different suffix such as boulevard, lane, avenue, street, etc.
- I.** A cul-de-sac road may bear the same name as the road it intersects, providing that the suffix is "Court" or "Place" (eg. A cul-de-sac opening on Oak Street may be called Oak Court).
- J.** Road names which would be geographically misleading are to be avoided.
- K.** Selection of road names of similar nature, or according to categories (eg. trees, states, etc.) is encouraged within a subdivision or neighborhood.
- L.** A road having a continuous alignment shall bear the same name.
- M.** Road extensions shall bear the same name as the existing road.
- N.** Roads or portions of roads to be connected in the future into a continuous alignment shall bear the same name.
- O.** Roads intersecting with one another, or forming a deflection angle of greater than seventy degrees, shall generally have different names.
- P.** Dead end roads that will not be extended and that serve five or more parcels on one side of the road will generally bear the suffix "lane" or "place" while those that serve less than five parcels on one side will be known as "courts" or "places."
- Q.** Major arterial routes may be known as "Boulevards," "Parkways."

VIII. SUBDIVISIONS AND INTERIOR STREET NAMES

Subdivisions and interior street names shall reflect the history and heritage of Loomis. The proponent of a development project shall be encouraged, (and to the extent allowed by law required) to adhere to this

policy, implementation of which shall begin by the proponent documenting why particular names of subdivisions and interior streets should be approved, as part of the subdivision approval process.

IX. SUBDIVISION MONUMENT SIGNS

Proponents of residential subdivisions shall be encouraged (and to the extent allowed by law required) to forego placement of subdivision monument signs (e.g. signs identifying the name of the subdivision) at entry roads or within the interior of the subdivision.

X. EXAMPLES OF APPROPRIATE NAMES

The following are examples of names that reflect the Town of Loomis' history, heritage and/or traditions:

Flora: Redbud, Deer Grass, Golden Yarrow, Elderberry, Fremontia, Button Willow, Thimbleberry

Fauna: Coopers Hawk, Osprey, Kingfisher, Great Egret, Scrub Jay, Wood Duck, Pond Turtle, Salmon

Domestic Animals: Hereford, Angus, Shorthorn Devon, Holstein, Jersey, Guernsey, Hampshire, Suffolk, Columbia, Corriedale, Targee, Chesterwire, Duroc

Fruits/Flowers: Iris, Oakwood, Plum, Blackberry, Cabasos, Santa Rosa, Elberta, Bing, Royal Ann, Bartlett

Indigenous Characteristic: _____

Fruit Packing Sheds/Labels: _____